

Memo

To: Finance Committee
From: Lisa Schwartz, Human Resources Coordinator
Date: February 21, 2023
Re: 2023 General Handbook Updates

Dear Committee Members,

Below are updates to the City of Watertown Employee Handbook for your review and approval. These proposed changes have been discussed with the Leadership Team. In the text below, red indicates proposed changes, black indicates existing policy. Only an excerpt of existing policy is being included; please use the link and page reference to access the full policy.

[Change #1 Updating City Clerk/Treasurer Verbiage](#)

The office City Clerk/Treasurer has had a reorganization and changes have not been updated throughout the handbook:

Pages 22, 44, 61, 77, and 78 in handbook

[Change #2 Dispatcher Work Schedule Change](#)

This change will officially note the new schedule for dispatchers:

Page 33 in handbook Section V. Benefits D. Holidays

Employees shall be granted **eighty (80)** ~~ninety and three quarters (90.75)~~ hours off with pay at a time mutually agreed upon between the employee and the Police Chief or his/her representative in lieu of the above listed holidays. Dispatch shall receive holiday pay for any holidays actually worked.

[Change #3 Workplace Safety Addition](#)

This change will include mental health as part of the workplace safety definition:

Page 61 in handbook Section VII. Personal Conduct D. Grievance Procedure

Definition of Workplace Safety - For purposes of this provision, workplace safety includes any practice or condition, affecting an employee's physical health, **mental health**, or safety, the safe



operation of workplace equipment or tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to the same.

Change #4 Vision Benefit Addition

This addition will refer to the City's vision program:

Proposed to add on page 35 in handbook Section V. Benefits H. Vision Insurance

H. VISION INSURANCE

Find more information at <https://www.deltadentalwi.com/>

All full-time employees and those part-time employees as designated in the annual payroll resolution shall be eligible to participate voluntarily in the vision insurance benefits at the employee's expense offered by Delta Vision (a division of Delta Dental of WI).

New employees shall be eligible for vision insurance benefits on the first day of the month following the first day of employment. Where the first day of the month is the first day of employment, vision insurance benefits will begin on the same day. Vision insurance coverage terminates at the end of the month in which the employee terminates employment.

Change #5 Removal of the Emergency Leave Section

This section speaks to Coronavirus Response Act and expired December 31, 2022:

Page 47 in handbook Section VI. Leaves F. City of Watertown Emergency Leave Superseding Families First Compliance Policy

Employees shall be granted ~~eighty (80) ninety and three quarters (90.75)~~ **eighty (80)** hours off with pay at a time mutually agreed upon between the employee and the Police Chief or his/her representative in lieu of the above listed holidays. Dispatch shall receive holiday pay for any holidays actually worked.

Change #6 Removal of the dispatch alternate schedule provision

This section speaks to the 8.25 vacation schedule for the dispatch center:

Page 30 in handbook Section V. Benefits B. Vacation

Thank you for your consideration of these changes.

Thank you,

Lisa Schwartz